Information Systems User Accounts Clearance Request

Name of Separating Employee:_____
     ❏ Contractor
     ❏ Government Employee*****

(* Government employee must attach this form to the CD-126 for Computer Clearance. The CD126 will not be processed without this form)

Effective Data of Separation: ⌷_____⌷

NETWORK USER ID - to be deleted upon employees departure.   Data stored by the departing employee on the enterprise file server will be treated as follows:

    ❏ Employee has removed all official government data from home directory and authorizes the directory to be removed**.**

    ❏ Employee understands and requests that the home directory and any remaining data be DELETED.

    ❏ Data is to be retained.
        ❏ Leave the Directory Name intact
        ❏ Directory is to be renamed to: _____

ELECTRONIC MAIL ID - to be deleted upon employees departure - Data must be archived and/or disseminated PRIOR to the employees departure.

    ❏ Employee has cleaned out mailbox and authorizes DELETION.
    ❏ Employee waives the right to clean out mailbox and authorizes DELETION of mailbox and any existing data

COMMENTS:

_____   _____
    Employee Signature/Date   Supervisor Signature/Date

HEADQUARTERS SUPPORT SERVICES USE ONLY
Network User ID deleted by _____ on_____
(Signature)   (Date)
Mail Account deleted by _____ on_____
(Signature)   (Date)